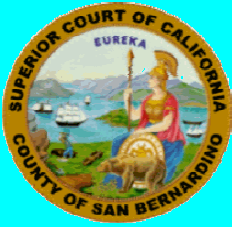


Superior Court of California
County of San Bernardino
Employment Opportunity



Administrative Assistant II

\$3,598 - \$4,593 approximate monthly

Application deadline: 4:30 p.m., Monday, May 12, 2008
Announcement # 08-019

This recruitment is specific to the **Joshua Tree District** and the resulting eligibility list will be used to fill vacancies that occur in the **Joshua Tree District only**. While the resulting list is being established for the above-mentioned District, incumbents may be assigned to any Court District within the County.

Typical duties of Administrative Assistant II include, but are not limited to:

- Serve as an administrative assistant to one or more Judges or professional/management staff, ensuring documents are processed in accordance with legal mandates and timeframes; perform preliminary research on legal opinions and court decisions.
- Handle difficult and sensitive public contacts, serving as liaison for Judge/manager/professional staff in situations requiring tact and judgment, and answering or referring questions based upon knowledge of the Court's policies.
- Prepare and assist with various projects including researching, compiling, arranging and computing data, and composing reports; ensure proper and timely completion; review department forms and procedures, create, revise and recommend changes to existing forms and new forms; make recommendations regarding ways to more efficiently process documents.
- Compose brief, factual correspondence following general directions or notes; type letters; report, numerical and technical materials and minutes from drafts, shorthand, or recorded dictation; take dictation as required; proof and correct material for grammar, punctuation, spelling, accuracy, format, and conformance to administrative policy.
- Screen and direct mail and calls; provide information requiring some interpretation of the Court's policies and procedures.
- Keep and maintain files, logs and records, including budget, personnel and payroll records; maintain forms and supplies, ordering and stocking as needed; order, receive, track, invoice and distribute law books.
- Use Microsoft Office software including Word, Excel, and Outlook to create documents and communicate with employees and the public.

Requirements: Three (3) years of secretarial experience in an administrative, court or legal environment; one (1) year of performing court-related secretarial duties is highly desirable; or any combination of training and/or experience that could likely provide the desired knowledge and abilities. One year of business training in an approved school or training program can substitute for a maximum of six months of experience, if choosing this option a copy of official school transcript must be submitted with application. Copy of a current typing certification must be attached to the application.

How to Apply: Applicants must complete and submit a Superior Court application. Application materials can be obtained by phone at (909) 387-6894, by e-mail at personnel@courts.sbcounty.gov, or on the internet at www.sbcounty.gov/courts. **Faxed applications or electronic submissions will NOT be accepted.**

Examination: The examination will consist of a written test that will assess knowledge of the following areas: spelling, office operations and practices, English usage, interpersonal relations and public contact. Qualifying candidates will be invited to participate in the examination and will be notified by mail approximately one week prior to testing. The examination is scheduled for **Wednesday, June 4th at 9:30 a.m.** at the Town of Yucca Valley, Community Services Department, Cholla Room, 57090 Twentynine Palms Highway, Yucca Valley, CA 92284.

Benefits: Paid holidays, vacation time, sick leave, retirement plan, deferred compensation plan, employee health insurance (medical and dental), life insurance, merit salary increases, reimbursement of professional development, credit union.

Employment is contingent upon passing a pre-placement physical, including drug screening and fingerprinting for criminal convictions through the Department of Justice (DOJ) and the Federal Bureau of Investigations (FBI).

The provisions of this bulletin do not constitute a contract expressed or implied and any provisions contained in this bulletin may be modified or revoked without notice.

04/28/08 as